



EDUCATION COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of professional administrative duties associated with overseeing that all city department services and objectives are aligned with its education community goals. To plan, organize, and coordinate the execution of strategic goals of the Mayor, City Council, and City Manager related to fostering strong relationships with educational organizations and advancing the City's goals in alignment with its educational partners.

Supervision Received and Exercised:

Receives direct supervision from the Human Services Director.

May provide functional and technical direction as needed.

Essential Functions:

Duties may include, but are not limited to, the following:

- Advise Mayor and Council, City Manager and senior management on education issues; serve as staff person assigned to attend education activities / events / meetings; school governing board meetings; and other education committees as needed.
- Serve as a technical resource and point of contact between the City and educational organizations.
- Collaborate with educational partners to serve as the education community consultant to City departments.
- Facilitate communication and positive working relationships between the City and educational organizations; strong verbal and written communication / presentation skills; and knowledge of public agency and education environments.
- Research, prepare and present oral and written reports and recommendations to Council and senior management and educational agencies when appropriate.

CITY OF TEMPE

Education Coordinator (continued)

- Research policy issues on specific education issues, or concerns and arrange meetings between education representatives, City staff and / or elected officials when necessary.
- Assist in City education services and program development activities; work with City staff in conjunction with educational organizations to plan and implement new projects and programs.
- Provide staff support to internal education workgroups or committees.
- Coordinate City response on education issues with other departments, agencies and teams.
- Proactively maintain educational organization relationships and seek to leverage resources in support of creating solutions.
- Perform other duties related to the core functions of this position.

Minimum Qualifications:

Experience:

Requires four years of professional-level experience in public information, public policy, governmental relations, school administrator, school program director, or related to the core functions of this position.

Education:

Requires a Bachelor's degree from an accredited college or university with major course coursework in public administration, education, business, or other degree related to the core functions of the position.

Licenses/Certifications:

None.

Examples of Physical and/or Mental Activities:

- Stationary work (working at desk)
- Typical office use of PC, printers, copy machine, etc.
- Reading/proofing of publication materials
- Requires attending activities, events, meetings which may include evenings and / or weekends
- May work alone for extended periods of time

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Education Coordinator (continued)

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 528

Status: FLSA Exempt / Unclassified